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TO: CIA RECIPIENT

Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.

TO: NON-CIA RECIPIENT

Place signed receipt in envelope and transmit to:

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505
STOP 64

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CENTRAL INTELLIGENCE AGENCY

DOCUMENT RECEIPT

NOTICE TO RECIPIENT
Sign and Return as Shown on Reverse Side

COURIER REC. NO. | DATE SENT

SENDER OF DOCUMENT(S) | ROOM | BLDG. | DATE DOCUMENT(S) SENT

DESCRIPTION OF DOCUMENT(S) SENT

CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE (IN BRIEF)	ATTACHMENTS	CLASS

RECIPIENT

ADDRESS OF RECIPIENT

SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))

OFFICE

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121. Envelopes and Labels

a. Types - Envelopes and labels used by the Agency fall into two groups: Those that bear the penalty indicia and those that do not. Penalty indicia (franked) envelopes and labels have printed in the upper ~~right~~ LEFT corner the penalty clause "Penalty for Private Use to Avoid Payment of Postage, $300." In addition, they bear in the upper left corner various Agency return addresses. Official mail (weighing four pounds or less) marked with penalty indicia is transmitted without prepaid postage by means of the facilities of the Post Office between points within the United States, its Territories and possessions, and from points within the United States to Canada, South and Central America, and Caribbean Republics, except Argentina and Brazil.

The types of envelopes and labels available (irrespective of Agency return addresses) are as follows:

PENALTY INDICIA

White envelopes, sizes 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"

White window envelope, size 8 7/8" x 3 7/8"

Kraft envelopes, various sizes from 9 1/2" x 6 1/2" through 16" x 12"

Label, gummed, size 5" x 3"

NONPENALTY

White envelopes, sizes 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"

White envelope, Air Mail, colored border, size 9 1/2" x 4 1/8"

White window envelope, size 8 7/8" x 3 7/8"

Kraft envelopes, various sizes from 9 1/2" x 6 1/2" through 16" x 12"

CHAIN ENVELOPES

U. S. Government Messenger Envelope, Standard Form No. 65, various sizes

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CHAIN ENVELOPES (Continued)

Central Intelligence Agency Chain Envelope, sizes 10" x 15" and 9 1/2" x 12 1/2"

Chain envelopes are designed for repeated use. In addressing a chain envelope, completely cross out previous names and addresses, and in the next unused frame insert the full address of the recipient, including his office designation, building designation, and room number. For economy, the use of chain envelopes is encouraged.

b. Which Type to Use

(1) Exhibit 18 shows the types of envelopes and labels to use. Of necessity this guide is very general since security and operational requirements will govern the use of certain envelopes and labels. It is therefore recommended that the guide be used in conjunction with current CIA Security Regulations and specific office procedural issuances.

(2) The ~~Post Office Department~~ U.S. POSTAL SERVICE places severe restrictions on the use of penalty indicia envelopes and labels. Also, economy dictates that they be used judiciously. Penalty indicia envelopes and labels therefore shall not be used for:

(a) Personal correspondence and other unofficial material even though a postage stamp is affixed over the penalty indicia clause.

(b) Mail on which additional postage is required (air mail, mail for foreign countries except as indicated in Paragraph 12la and mail weighing more than four pounds).

(c) Inner envelopes which transmit double-sealed classified correspondence.

(d) Mail conveyed through channels other than Post Office facilities (i.e., messenger, courier, etc.).

In addition, do not affix franked labels to envelopes bearing the penalty indicia clause.

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NOTE: This guide is very general since security and operational requirements will often govern the use of certain envelopes and labels. It is recommended that it be used in conjunction with current CIA Security Regulations, specific office directives, and information obtainable from the Central Mail Room.

TYPE OF MAILING OR USE	RETURN ADDRESS: CIA, [redacted] or SSU	RETURN ADDRESS: OTHER	TYPE OF ENVELOPE OR LABEL TO USE	POSTAGE SLIP REQUIRED
Inner envelope for the transmission of double-sealed classified material			Nonpenalty	No
Within Headquarters			Nonpenalty (CIA Chain, U. S. Govt. Messenger, or regular envelope, depending upon security requirements)	No
Inter-Agency (Washington, D. C. area only)			Nonpenalty (U. S. Govt. Messenger or regular envelopes depending upon security requirements)	No
Official mail, four pounds or under, directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X		Penalty	No
		X	Nonpenalty	Yes
Official mail over four pounds directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Nonpenalty	Yes
Air Mail	X	X	Nonpenalty	Yes
Special Delivery	X		Penalty	Yes
		X	Nonpenalty	Yes
Registered Mail	X		Penalty (Nonwindow)	Yes
		X	Nonpenalty (Nonwindow)	Yes
Registered Mail - Return Receipt Requested	X		Penalty (Nonwindow)	Yes
		X	Nonpenalty (Nonwindow)	Yes

EXHIBIT 18
TYPES OF PENALTY AND NONPENALTY ENVELOPES AND LABELS FOR TRANSMITTING OFFICIAL MAIL

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Section B. ADDRESSING MAIL

122. Addressing Envelopes for Transmittal Outside CIA

a. Address - In addressing an envelope, begin the typing at approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter it carries.

b. Special Delivery and Registered Mail - If correspondence is to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps four spaces above, and flush with, the address.

c. Air Mail - If correspondence is to be dispatched by air mail, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words "AIR MAIL" in all caps four spaces above, and flush with, the address.

123. Addressing Inter-Office Mail. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:

a. Office of origin.

b. Office designation of addressee (position title or name may be added if desired).

c. Building designation.

d. Room number.

In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Delivery to Addressee," in addition to information required in a. through d. above.

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Section C. ASSEMBLING AND FORWARDING CORRESPONDENCE

124. Assembling Correspondence (Exhibit 19)

a. Final responsibility for the correct assembly of correspondence rests with the originator. Correspondence correctly assembled will include the following items, as appropriate, in the sequence indicated:

(1) Transmittal or routing slip, Routing and Record Sheet, or Control and Cover Sheet, as appropriate. See Paragraph 120. and accompanying exhibits.

(2) ~~Brief~~ COVERING OR TRANSMITTAL MEMO for the Director or Deputy Director of Central Intelligence, if required.

(3) Original and courtesy copy, if any, clipped together.

(4) Addressed envelope for the original and courtesy copy, with postage slip attached if required.

(5) Information copies for addressees outside CIA, with addressed envelope and completed postage slips attached, if required.

(6) Information copies (or concurring officials' copies) for distribution within the Agency, with addressed routing slips attached if necessary.

(7) Official file copy (~~yellow~~ WHITE tissue).

(8) Original incoming correspondence, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the correspondence.

(9) Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the official file copy is to be retained at either of these levels, prepare an additional copy on plain white tissue. However, if the official file copy of correspondence for their signature is to be retained at another level, prepare two extra copies on plain white tissue for the DCI or DDCI.

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(10) Alphabetical Name Index copy (plain pink tissue) if an alphabetical cross-file is desired.

(11) Return copy (if desired) with addressed routing slip for its return.

(12) Reference material for return to reference sources.

(13) "Hold Back" copy (if desired).

b. In addition to the foregoing:

(1) The original and copies of each Top Secret document shall be covered by a Control and Cover Sheet, Form No. 26.

(2) A completed Document Receipt will be attached to each original or copy requiring a receipt in accordance with current CIA Security Regulations.

(3) Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution." If the distribution of copies is within an office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.

(4) Enclosures shall be attached by clips to the original or copies transmitting them.

(5) Assembly reference tabs (Exhibit 8) will be attached whenever their use will expedite the review and approval of correspondence.

(6) The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips, properly completed and attached to respective material.

(7) Material shall be fastened together with paper clips and made a part of the completed assembly by spring clips, if necessary. Staples should be used with discretion, consideration being given to the amount and type of handling the correspondence may receive.

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(8) If it is anticipated that correspondence will receive considerable handling, a backing sheet of bond paper or heavier stock should be attached to protect the back pages.

125. Forwarding Correspondence

a. Assembled correspondence will be forwarded through channels prescribed by directives issued at office levels. Correspondence for the signature of either the Director or Deputy Director of Central Intelligence will be forwarded through channels to the Executive Registry. Only transmittal media complying with the security requirements of current CIA Securitv Regulations will be used.

b. Envelopes used in forwarding correspondence and other material within the Agency shall be sealed only with string ties (U. S. Government Messenger Envelopes), the gumming on envelope flaps, and CIA gummed labels. Scotch tape or staples will not be used to seal envelopes. In addition, extreme care should be exercised when courier receipts and other slips are stapled to envelopes containing material. Material should be free for removal and should not be damaged by the penetration of staples.

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[redacted]

[redacted]

~~CORRESPONDENCE - GENERAL~~

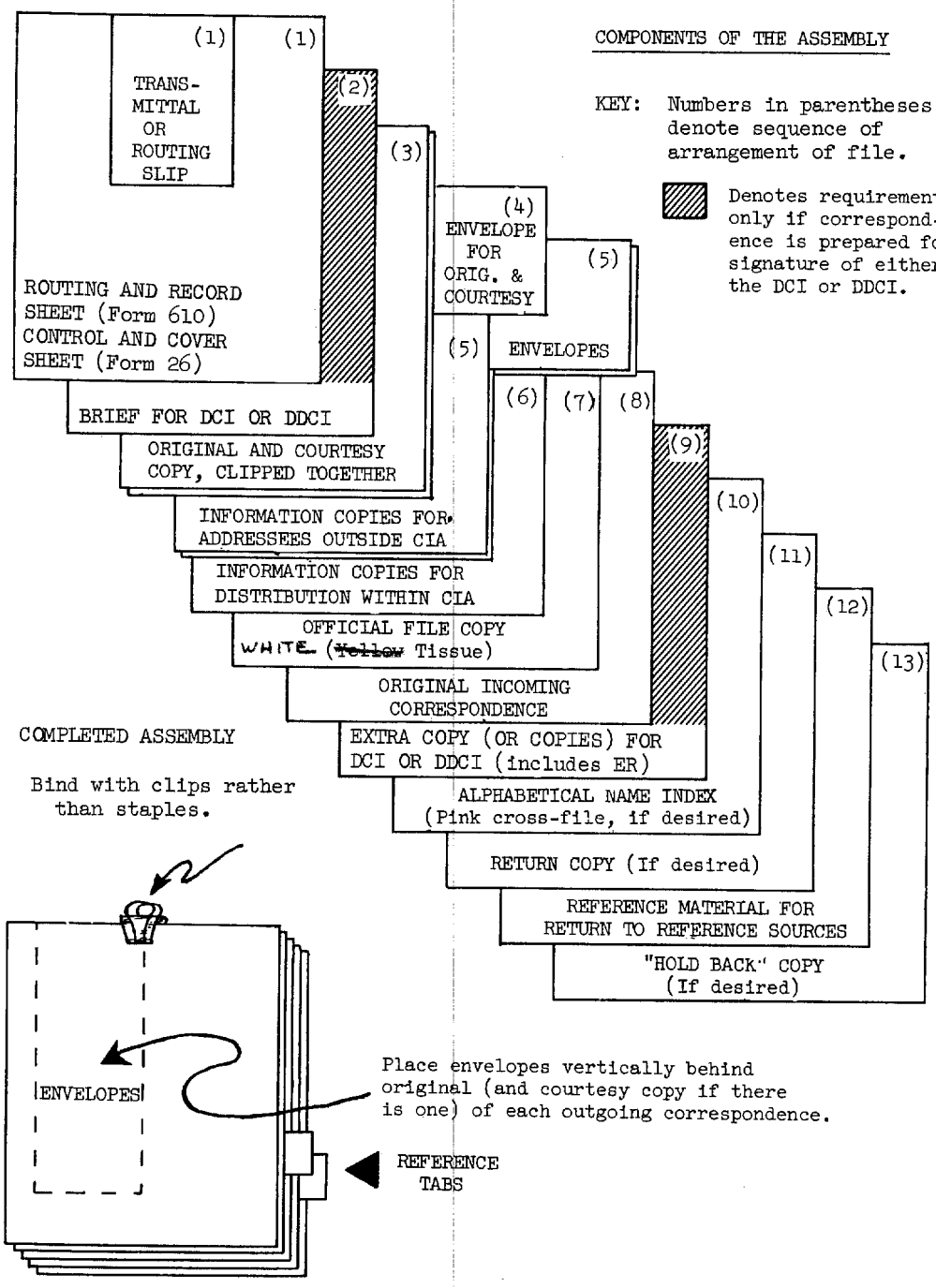
(1)
TRANS-MITTAL OR ROUTING SLIP
(1)
ROUTING AND RECORD SHEET (Form 610)
CONTROL AND COVER SHEET (Form 26)
(2)
(3)
BRIEF FOR DCI OR DDCI
ORIGINAL AND COURTESY COPY, CLIPPED TOGETHER
(4)
ENVELOPE FOR ORIG. & COURTESY
(5)
ENVELOPES
(5)
INFORMATION COPIES FOR ADDRESSEES OUTSIDE CIA
(6)
INFORMATION COPIES FOR DISTRIBUTION WITHIN CIA
(7)
OFFICIAL FILE COPY
WHITE (~~Yellow~~ Tissue)
(8)
ORIGINAL INCOMING CORRESPONDENCE
(9)
EXTRA COPY (OR COPIES) FOR DCI OR DDCI (includes ER)
(10)
ALPHABETICAL NAME INDEX (Pink cross-file, if desired)
(11)
RETURN COPY (If desired)
(12)
REFERENCE MATERIAL FOR RETURN TO REFERENCE SOURCES
(13)
"HOLD BACK" COPY (If desired)
COMPONENTS OF THE ASSEMBLY
KEY: Numbers in parentheses denote sequence of arrangement of file.
Denotes requirement only if correspondence is prepared for signature of either the DCI or DDCI.
COMPLETED ASSEMBLY
Bind with clips rather than staples.
ENVELOPES
Place envelopes vertically behind original (and courtesy copy if there is one) of each outgoing correspondence.
REFERENCE TABS

EXHIBIT 19
CORRESPONDENCE ASSEMBLY

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REFERENCE SOURCES

SUBJECT	REFERENCE
Cable Policy	[redacted]
Cable Procedures	
Dispatches to the Field; Preparation and Forwarding	
Mail Service-- Penalty Indicia Mail	
Telegrams (Unclassified); Transmission and Receipt	
U. S. Government Printing	GPO Style Manual
U. S. Government Correspondence	U. S. Government Correspondence Manual
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APPENDIX A

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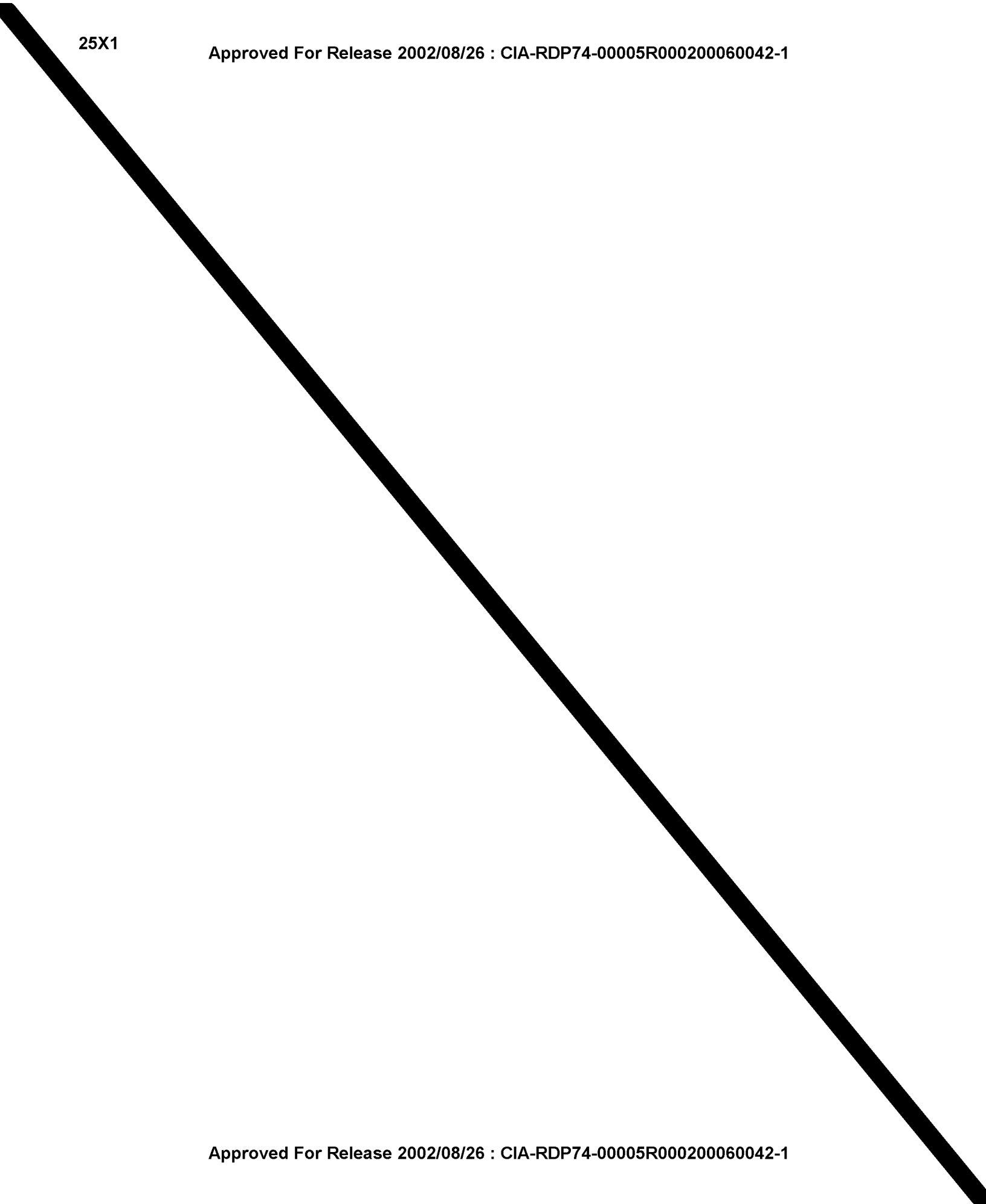

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